



VACANCY ANNOUNCEMENT

The Department of Health received a Civil Service Commission decision on August 26, 2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until November 30, 2022.

Title Public Health Representative 1 [Unclassified]			Salary R24 \$63,897.91 - \$90,711.70
Posting Number V485-21	Position Number 948984	Number of Positions 1	Posting Period * From: 09/28/2021 To: 12/31/2021
Location: Division of Epidemiology, Environmental & Occupational Health Vaccine Pandemic Response 135 East State Street Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

This position is within the New Jersey Vaccines for Children Program (VFC) which is a federally funded program tasked with distributing over 1.6 million doses of vaccine through 900 participating providers to at-risk individuals such as the uninsured or those covered through Medicaid.

This position will be responsible for the planning, coordination, monitoring, and delivery of vaccines for COVID-19 vaccination activities. This position will provide management and oversight over the VFC COVID vaccine management team including assigning, training, and supervising at least 4 Public Health Representative 2 positions. Additionally, this position will work directly with providers to support them to ensure primary immunization capacity remains available to reduce the incidence of vaccine preventable diseases. This position will serve as a lead representative for conducting investigations of improper vaccine accountability or vaccine storage. They will compile data and prepare reports with appropriate finding, conclusions and recommendations, as required. This position will be required to monitor COVID-19 related vaccine spending, vaccine distribution, and inventory management. This position will be responsible for developing standard operating procedures and job aids. This position may be required to perform monthly or bi-monthly COVID-19 related education training sessions for healthcare providers or the public. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency. Supervises office personnel in the collection, tabulation, and analysis of data related to COVID-19 and provides reports to Departmental leadership and CDC. This position will also be responsible developing and maintaining liaison with state, local, and other key stakeholders to discuss and resolves issues regarding the planning and development of the COVID-19 vaccination activities specifically related to ordering through established NJDOH mechanisms and troubleshoot highly complex issues.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Three (3) years of experience in a health or social service related program which shall have included responsibility for interviewing, investigating, and/or conducting public health care surveys or patient care services.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTEEOH@doh.nj.gov
- Mail the required documents to:
**Steven Bors, Executive Assistant 4
Epid., Environmental and Occupational Health**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.*
- *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
- **The New Jersey Department of Health is an Equal Opportunity Employer.**
- **RESUME NOTE:** *Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*